

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> U.S. EMBASSY KAMPALA	<b>2. AGENCY</b> CDC	<b>3a. POSITION NO.</b>
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☐ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	CHAUFFEUR FSN 1015	3		
b. Other				
c. Proposed by Initiating Office				

<b>6. POST TITLE POSITION (if different from official title)</b>	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> US EMBASSY KAMPALA	a. First Subdivision CENTERS FOR DISEASE CONTROL
b. Second Subdivision MANAGEMENT & OPERATIONS BRANCH	c. Third Subdivision MOTOR POOL

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Employee</span> <span>Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Local Supervisor</span> <span>Date(mm-dd-yy)</span> </div>
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of American Supervisor</span> <span>Date(mm-dd-yy)</span> </div>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>Typed Name and Signature of Human Resources Officer</span> <span>Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**

Operates a passenger vehicle in accordance with the Motor Pool Dispatcher's instructions to transport personnel and official visitors within the city and surrounding areas. Runs errands.

<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b>  Transports personnel and official visitors within the city and surrounding areas in accordance with the Dispatcher's instructions. Collects biological samples from various sites upon request. Meets visitors at the airport and transports them to hotel accommodation and returns them to the airport on their departure. Drives officers upcountry on official duty. Delivers and collects mail and other documents. Completes trip tickets to assure the proper accounting of all vehicle usage. May operate a small bus or carryall.	<b>% OF TIME</b>  <div style="font-size: 1.5em; font-weight: bold;">75 %</div>
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Maintains vehicle in a clean and serviceable condition and performs minor maintenance of a preventive nature, notifying the Motor Pool Dispatcher of any service problems or damage that require more than minor servicing. Takes vehicle to GSO for regular maintenance checks and to correct any mechanical faults that occur. Ensures safety of passengers at all times by use of safety belts. **25 %**

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

**a. Education**

Completion of O' and A' level is required.

**b. Prior Work Experience**

Two years of chauffeur experience is required.

**c. Post Entry Training**

**d. Language Proficiency:**

Level III English (good working knowledge) ability is required.

**e. Knowledge**

Must be familiar with local traffic laws and traffic patterns.

**f. Skills and Abilities**

Must have local drivers' license appropriate to the type of vehicle operated (B, DL and DM).

**16. POSITION ELEMENTS**

**a. Supervision Received**

Motor Pool Supervisor.

**b. Available Guidelines**

Direct and definite instructions.

**c. Exercise of Judgment**

Judgment must be exercised in selecting routes in order to make the best use of time, particularly during rush traffic periods.

**d. Authority to Make Commitments**

None.

**e. Nature, Level and Purpose of Contacts**

Duties require the ability to deal with officials and occasionally VIPs in a relaxed and competent manner.

**f. Supervision Exercised**

None.

- g. Time Required to Perform Full Range of Duties after Entry into the Position**  
52 weeks.